

Statement of Work  
**Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011**  
**RFO number: 0053**

I. TITLE: Equitable Development and Sustainable Design Technical Assistance to Macon, GA  
(City of Macon, GA and Macon Arts Alliance)

II. PERIOD OF PERFORMANCE:  
From: Date of Award

To: September 30, 2015

III. BACKGROUND:

The City of Macon, GA is a community of nearly 90,000 residents located in Bibb County, now consolidated with the County, whose total population is about 190,000. The City was selected as a Strong Cities, Strong Communities (SC2) program recipient by the Department of Housing and Urban Development (HUD) and partner agencies, including the Environmental Protection Agency (EPA), in 2014. EPA's Office of Sustainable Communities (OSC) and EPA Region 4 will provide technical assistance to the City and the Macon Arts Alliance to identify and implement sustainable community approaches and support its collaboration project with the Fort Hill neighborhood and the City.

Assistance will help gather input from the neighborhood, faith organizations, Arts Alliance members, the City and others to identify design and planning options for the project referred to as "Mill Hill" (see map) within Fort Hill neighborhood of East Macon. The Macon Arts Alliance is leading efforts to revitalize Mill Hill to demonstrate that arts education can support the economic revival of East Macon. Within "Mill Hill" the specific area of focus for work includes approximately ten (10) homes along Myrtle and Peachtree Streets between Jones and Balkcom Streets. See the attached area map for more detail.

Potential design elements of "Mill Hill" include a garden, outdoor classroom and work facilities, in addition to home facades and neighborhood signage that includes the Ocmulgee National Monument. This project will address City goals to: enhance the economic status of the neighborhood through revitalization of homes and facilitation of more cohesiveness between Fort Hill and its adjacent neighborhood, and in general contribute to the improvement of the quality of life in East Macon.

#### IV. PURPOSE AND OBJECTIVE:

The City of Macon has requested assistance from EPA to provide: 1) a conceptual design for the Arts Alliance's "Mill Hill" project in East Macon; 2) education to the Fort Hill Community and its partners on sustainable design and development; and 3) basic information about equitable development concepts and approaches to be provided to community leaders and elected officials from the City.

EPA is requesting contractor assistance for the following activities:

- Facilitate and deliver a public meeting to solicit neighborhood input on possible sustainable design approaches for the Mill Hill project including exterior home facades, work spaces and community gardens, and neighborhood signage.
- Provide a two (2) hour session on equitable development for community leaders, elected officials and faith organizations that will serve as a background for further discussions among Macon's leaders about ways small towns can address the needs of those with limited income.
- An Action Plan (Plan) that includes, conceptual designs for the Mill Hill project including: two (2) example house elevations, design for the workspace and garden in the area behind and between the homes on the two (2) streets, signage examples for the neighborhood, and potential workspace design for the old gymnasium, all using sustainable design approaches, and actions that are needed to bring the project to fruition. This Plan can be used by the City, the Arts Alliance and other communities that seek ways to use arts education and training along with sustainable design features to revitalize challenged neighborhoods and improve economic and educational opportunities.

#### V. QUALITY ASSURANCE (QA) REQUIREMENTS:

Check ☐ Yes if the following is required or ☒ NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

TOPOs will provide additional information here, if Yes is checked above.

VI. TASKS AND DELIVERABLES:

The TOPO will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TOPO's comments. Contractor shall provide the TOPO with both electronic and hard copy versions of all deliverables. Deliverables shall be submitted as Microsoft (MS) Word documents or in another format that can be easily edited by EPA.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

**Task 1: Kick-off Call and progress updates calls with the City of Macon and the Arts Alliance, GA (II B. Technical Assistance, Page 1-17)**

The Contractor shall participate in six (6) conference calls with EPA, and the City over the duration of this task order. The purpose of the first conference call (approximately 90 minutes in length) will be to kick-off the project. The kickoff call shall occur within 14 calendar days of the award of the contract. During this call EPA will clarify and discuss project objectives, and gather information from the participants about project relevant topics. After this meeting, EPA will issue a technical directive (TD) that selects a mutually agreeable site visit/workshop date, identifies a preliminary list of stakeholders to meet with while on site, and a schedule for progress calls. This will be TD #1 issued under this task order.

The purpose of the five (5) remaining conference calls shall be to provide regular updates to EPA and the City on project progress, and to get input on workshop planning and the draft report. It will provide the contractors the opportunity to identify and gather information from the City and Arts Alliance about activities, demographics, reports, data and other items that will help them prepare for the workshop, as well as preparing the report. These regular calls shall be approximately one (1) hour in length.

**Task 2: Site Visit (II B. Technical Assistance, Page 1-17)**

The Contractor shall participate in a multi-day (no more than four (4) days) site visit to Macon. The site visit shall include: 1) a tour of the project area; 2) meetings and discussion sessions with Arts Alliance members, neighborhood and city leaders to gather information and understand context; 3) information and hands-on goals-related exercises that enable those participating to identify steps and priorities needed to bring the "Mill Hill" project to fruition; and 4) conceptual designs for home facades, outdoor workspace, signage and plans

for the old gym, all part of the “Mill Hill” project in the Fort Hill neighborhood. The site visit shall take place within 45 calendar days of the kick-off call. The local community will secure locations for public and stakeholder meetings and arrange other logistics including: meeting materials, any food (which could be paid for by each participant) and invitations to attendees.

The Contractor shall draft an agenda (approximately one (1) to two (2) pages) for the site visit and stakeholder meetings and deliver it to EPA within 14 calendar days after the kick-off call. EPA will provide comments on the agenda within seven (7) calendar days. The Contractor shall revise the agenda within five (5) calendar days of receiving EPA comments.

The general parameters of the stakeholder/community meetings are as follows. The meetings will include three (3) activities:

- An evening public presentation on sustainable design and development, with introductory concepts about equitable development;
- A two (2) hour presentation on equitable development (ED) concepts for community leaders and elected officials that may help Macon achieve citywide goals related to revitalization and economic development;
- A hands-on, one and a half (1.5) day long design session to identify needs for the “Mill Hill” project, e.g., home façade design options and preferences, outdoor work space options, etc. Design session will conclude with a public presentation where the Contractor shall present work results.

During the design session, the Contractor shall design three (3) conceptual representations using sustainable design approaches for the housing, two (2) designs for the outside work spaces, one (1) design for use of the historic gym and neighborhood signage. The area of focus for the workshop includes approximately ten (10) homes along Myrtle and Peachtree Streets between Jones and Balkcom Streets), the area between the two (2) rows of homes, and the historic gym. The conceptual designs are for illustrative and community education purposes and not for construction. The Contractor shall present designs to neighborhood, City and Arts Alliance attendees at the conclusion of the design session.

Within seven (7) calendar days of the conclusion of the site visit, the Contractor shall deliver to EPA, all materials developed during the community meetings and design sessions (including conceptual designs, presentation materials, powerpoints and notes).

### **Task 3: Final Action Plan for the “Mill Hill” Sustainable Design and Development Project with Conceptual Designs (II B. Technical Assistance, Page 1-17)**

The Contractor shall deliver to EPA an Action Plan that summarizes the technical assistance project, and presents results and recommendations for the “Mill Hill” project. Specific

components of the report will be determined in consultation with EPA, the Contractor and the City. EPA will issue TD #2 clarifying the specific components of the final report, however, the report outline and components shall be based on the format used for the “Building Blocks for Sustainable Communities “Action Plan or Sample Memo” (A copy of the action plan developed for Asheboro, NC, created under Task Order 41, will be provided to the contractor). Technical direction will be issued within fourteen (14) calendar days of the receipt of workshop materials. The Contractor shall deliver an outline of the report within seven (7) calendar days of receipt of TD #2. EPA will provide one (1) set of comments on the outline within five (5) calendar days. The Contractor shall revise the outline per EPA comments and deliver a final outline within two (2) calendar days of receiving EPA comment.

General parameters of the report are as follows. The Action Plan will be approximately 20-30 pages in length, and will integrate findings from memos and products (such as design schematics) developed under Task 2 of this task order. As such, the Contractor shall finalize the Action Plan with input from EPA, designated City staff and the Arts Alliance, and their designated partners.

The Contractor shall deliver an initial draft of the Action Plan within 30 calendar days of finalizing the outline. EPA will provide one (1) set of comments within 14 calendar days after receipt of the initial draft of the final report. EPA’s comments will incorporate input from designated City staff, the Arts Alliance, and other designated partners. The Contractor shall revise the initial draft per EPA comments and submit a final draft of the Action Plan within 17 calendar days of receiving EPA comments. The outline and report shall be submitted as a MS Word file.

#### SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TOPO:

	DELIVERABLE	FORM & QUANTITY	SCHEDULE
Task 1	Participation in Kick-off Call	One (1) call (estimated 90 minutes)	<ul style="list-style-type: none"> <li>Within fourteen (14) days of the contract award</li> </ul>
Tasks 1	Participation in Regular Conference Calls	Five (5) calls (estimated 60 minutes)	<ul style="list-style-type: none"> <li>TBD, schedule determined during kick-off call</li> </ul>

Task 2:	Site visit Agenda	One to two (1-2) pages, MS Word	<ul style="list-style-type: none"> <li>• Draft within fourteen (14) calendar days of kick-off call</li> <li>• Final agenda within five (5) days of receiving EPA comments</li> </ul>
Task 2:	Site Visit	One (1) visit, Three to four (3-4) days in length (including session on ED)	<ul style="list-style-type: none"> <li>• TBD (June or July likely), within forty-five (45) days of the kick-off call</li> </ul>
Task 2:	Concept schematics, materials for design session and community/stakeholder meetings	Three (3) concept schematics, One to two (1- 2) powerpoint presentations	<ul style="list-style-type: none"> <li>• Within seven (7) calendar days of the completion of the site visit.</li> </ul>
Task 3:	Action Plan	One (1) report, 20-30 pages, MS word	<ul style="list-style-type: none"> <li>• Draft of outline within seven (7) days of receipt of TD#2.</li> <li>• Final outline within two (2) days of receiving EPA comment.</li> <li>• Initial draft of report within thirty (30) calendar days of finalizing outline.</li> <li>• Final draft within seventeen (17) days of receiving EPA comments</li> </ul>



Map of East Macon with focus of Mill Hill project marked by the red star.



Historic gym that is planned to be renovated as part of the Macon Arts Alliance "Mill Hill" project.





Dilapidated home in Mill Hill area that is typical of those that could be renovated as part of the Macon Arts Alliance project.



Another example of a dilapidated house in Mill Hill area.